

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **SECRETARY TO THE CITY ATTORNEY**

DEPARTMENT: **CITY ATTORNEY**

BASIC FUNCTION:

Under functional direction, to perform responsible, technical and confidential legal secretarial duties for the City Attorney; to relieve the City Attorney of a variety of administrative and clerical duties; and to do related work as assigned.

KEY RESPONSIBILITIES:

Prepare a variety of materials for the City Attorney, and the City Council, including correspondence, reports, resolutions, ordinances, agreements, and other documents.

Maintain a calendar and schedule appointments for the City Attorney and staff, as well as the court calendar.

Act as confidential secretary to the City Attorney and relieve the City Attorney of administrative and routine legal/clerical tasks.

Coordinate and assume responsibility for distribution of information to other City departments regarding procedures and formats, such as ordinances.

Gather information and compose correspondence in reply to various requests, inquiries and questionnaires.

Answer the telephone and interview callers for the City Attorney exercising considerable independent judgment in maintaining confidentiality, giving out information and referring to proper party.

Prepare litigation activity and prepare summary reports; maintain data on outside attorney fees and costs pertaining to litigation, affordable housing, condemnation and special projects.

Prepare and maintain billing reports for other departments.

Make travel arrangements for the City Attorney and other staff.

Assist in the preparation of agenda materials.

Assist in budget preparation, analysis and administration by collecting data necessary to prepare and monitor accounts in the department budget.

Maintain a filing and recall system for the City Attorney's office.

Operate a variety of office equipment and order office supplies as necessary.

Supervise, train and evaluate staff as assigned.

Perform other related duties as assigned.

QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Modern legal business office practices and procedures including legal correspondence and filing.

Coordinated Superior and Municipal Court and Appellate Court rules and procedures.

Basic procedures for retrieving information from the Internet and various other computer sources for the purposes of research and information.

Basic functions and organization of municipal government and a municipal attorney's office

Correct English usage, spelling and punctuation.

Software applications, e.g., word processing, spreadsheet, presentation graphics or database programs on microcomputer systems as required.

Skill to:

Take dictation at a speed of 90 words per minute and/or operate transcription and dictation equipment.

Type accurately at a speed of 60 words per minute.

Ability to:

Perform difficult and responsible legal secretarial and clerical work.

Operate standard office equipment such as fax, copier, computers and phones.

Prepare reports and compose correspondence, resolutions, routine agreements independently.

Employ good judgment and make sound decision in accordance with established procedures and policies

Establish and maintain cooperative relationships with those contacted in the course of work.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or business training and five years of increasingly responsible clerical and secretarial experience, with specific experience in performing legal clerical work and frequent contact with the public.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management/confidential classification.

DATE APPROVED: June 1999

